

APPLICATION FOR CREDENTIAL AUTHORIZING PUBLIC SCHOOL SERVICE Instruction and Information Sheet

The following information is designed to help you complete the application form properly and understand the credentialing process. Remove this instruction section before you submit your application and keep it with a photocopy of the complete application packet until your document is in your possession.

Applications not completely and accurately filled in and accompanied by all required supporting materials will be returned to the sender for completion. You are responsible for providing the appropriate official transcripts, letters verifying experience, examination score reports, and other information needed to determine your eligibility for the current issuance of the credential each time you submit an application. Transcripts or other supporting materials sent separately from the application will be returned to the sender without further action. We do not maintain pending files and cannot match pieces of an application that arrive separately.

Throughout these instructions we will use the word "credential" to mean any type of credential, certificate, or permit we issue, unless the specific title of the document is important.

If you are RENEWING a clear credential, you need to complete only Sections 1, 2, 3, 4, 9, & 10.

SECTION 1: PERSONAL INFORMATION

Type or print using black ink all information requested on this application form. Use your full legal name and be sure to list all former names, including your maiden name. If your address changes before you get your document, be sure to notify us in writing of the change and include your full name and social security number so that we can quickly locate your file.

The California Information Practices Act and the Federal Privacy Act provide that agencies requesting information indicate the principal purposes for which that information is used. Your name, former names, social security number, date of birth, address, and telephone numbers are used to provide proper identification of your file and to contact you. Other information is used to determine your eligibility. Information displayed on the documents you hold or have held is public information except your SSN and home address. In addition, the Commission may share with past, present, or prospective employers or institutions of higher education all information provided with applications submitted by you through those agencies. All other information is personal and may be disclosed to the public only with your permission or in accordance with the law. The information is necessary for our agency to perform its duty under Education Code Sections 44200-44439, which authorize this work. If not furnished, your application may be denied, delayed, or returned for completion. You have a right to review personal information maintained on you by our agency unless access is exempted by law. The Director of Certification, Assignment and Waivers Division, 1812 9th Street, Sacramento, California 95814-7000, (916) 445-7254, is responsible for the maintenance of this information.

SECTION 2: TYPE OF APPLICATION

Check the appropriate box to indicate whether this is your FIRST CREDENTIAL (see next paragraph for information about fingerprint cards); a NEW TYPE OF CREDENTIAL (list the title of your other credential); EXCHANGE when exchanging an LDS for a CLAD, BCC for a BCLAD or a Librarianship for a Library Media Teacher; the RENEWAL of a credential you already hold (please include a photocopy of the credential you are renewing, if available); an ADDED or SUPPLEMENTARY AUTHORIZATION (subject, major, or minor) added to your current teaching credential; or OTHER, such as a request for an extension of time to complete requirements.

If this application is for your FIRST CREDENTIAL and you do not hold a Certificate of Clearance (the document required to enter student teaching in California), you must include a completed Character and Identification Clearance Form (41-CIC) and two fingerprint cards (form BID 7 revised 11/87 or later) with your application. There is a fee for the processing of fingerprint cards through the California Department of Justice and the FBI. See the attached fee schedule for the amount of the fee. Include that amount when you calculate the total amount of your check.

SECTION 3: TITLE OF CREDENTIAL

Write the TITLE of the credential (including the credential code) on the line provided. Be sure to list the appropriate authorized fields, supplementary subjects, bilingual language and emphasis program if applicable. *A separate application form and fee is required for each credential for which you apply;* however, you may include just one set of supporting materials, such as transcripts, if you submit the applications together in one packet.

Credentials issued by the Commission on Teacher Credentialing:

Single Subject (TC1) <i>list authorized field</i> (<i>Departmentalized Classroom</i>)	Designated Subjects Adult Full-Time (TC4) Adult Part-Time (TC4) Vocational Full-Time (TC4) Vocational Part-Time (TC4) Special Subjects (TC4S) Supervision & Coordination (SA4)	Resource Specialist (SA1) Adapted PE (SA7) CLAD Certificate (SA12) BCLAD Certificate (SA14) <i>list language</i>
Multiple Subject (TC2) (<i>Self-Contained Classroom</i>)	Administrative (SC1A) Library Media (SC2A) Health (SC3) <i>list authorized field</i>	Children's Center Instruction Permit (P10I) Children's Center Supervision Permit (P10S) Special Center Permit (P6) <u>FOR RENEWAL ONLY</u> (<i>Documents initially issued prior to 9/76</i>)
Specialist Instruction Agriculture (TC3A) Bilingual (TC3B) Early Childhood Education (TC3C) Gifted (TC3D) Health Science (TC3E) Mathematics (TC3F) Reading & Language Arts (TC3G) Special Education (TC3H) <i>list authorized field</i>	Clinical or Rehabilitative (SC4) <i>list authorized field</i> Pupil Personnel (SC5) <i>list authorized field</i>	Standard (STC) <i>list type</i> General (GT) <i>list type</i>
30-Day Substitute Teaching Permit (SUBP)		

SECTION 4: TERM OF CREDENTIAL

Check the box to indicate the TERM of the credential for which you are applying.

If you are CURRENTLY COMPLETING YOUR PROFESSIONAL PREPARATION PROGRAM at a California college or university, you must file your application with them and receive their formal recommendation for the internship, preliminary, clear, professional, or professional clear credential.

If you are not being recommended for the credential and are EMPLOYED OR HAVE A COMMITMENT FOR EMPLOYMENT IN CALIFORNIA, especially if you are applying for an emergency, one-year nonrenewable (OYNR), or district internship credential which requires a statement of need or employment, you should apply through your employing school district or county office of education. This also establishes the proper filing date for the application and ensures that all of your service will be covered by the credential. Applications for emergency permits, other than 30-Day Substitute Permits, must be filed by your employer and must include the employing agency's name and CDS Code, when applicable, in the boxes provided in section 1 on the application.

If you are not currently completing your professional preparation program or employed in the public schools of California, you may send your application directly to us.

The Certificate of Eligibility is for applicants who qualify for the Preliminary Administrative Services Credential, but who are not currently employed in an administrative position.

SECTION 5: EDUCATION

List your high school graduation and college or university degrees as shown. Official transcripts for applicable course work bearing the raised seal of the institution or the registrar's signature in ink must accompany your application. Grade cards are not acceptable. If you apply through a school district, county office of education, or college or university, you may include photocopies as long as the agency submitting the application verifies that they are true copies of the originals. Do not have any college or

university mail transcripts directly to this office separate from the application. If the college or university will not release the official transcripts to you, contact your employer to see if they will allow you to file your application with them so that you can request that the transcripts be sent directly from the institution to your employer, who can attach them to the application and forward the packet to us.

FIRST TIME APPLICANTS must submit a complete set of official transcripts.

Applicants for a **NEW TYPE OF CREDENTIAL** or **SUPPLEMENTARY AUTHORIZATION** must submit official transcripts showing all degrees and courses required for the issuance of that credential.

Applicants for the **RENEWAL** of a credential only need to submit official transcripts showing completion of renewal requirements. If no course work was required for this renewal, no transcripts need be submitted.

Applicants who completed their degree or professional preparation **OUTSIDE** of the **UNITED STATES** must have their degrees and transcripts evaluated by an agency approved by the Commission prior to submitting their application. Call our office to request specific information about this process, including a list of approved evaluating agencies. (Call 916 445-7254 and press 1-1-1-2)

SECTION 6: EXAMINATIONS

If you took an examination to qualify for **THIS ISSUANCE** of this credential, check the box on the application. There is a filing fee required for each subject to be listed on the basis of one or more NTE/PRAXIS or SSAT exams. See the attached fee schedule for the amount of the fee. Include that amount when you calculate the total amount of your check.

SECTION 7: EXPERIENCE

If experience is a requirement for this credential, mark the box on the application. Use form 41-EXP or have your current and/or previous employers write letters verifying your applicable experience. The letter should be on letterhead paper and include the type of experience and whether it is paid or volunteer, or full- or part-time (if part-time, state number of hours worked per day, week, or month); the grade level of experience; the beginning and ending dates of employment; the title of the individual who wrote and signed the letter; and the date the letter was written. Do not have any employer mail form 41-EXP or experience letters directly to this office separately from your application. If you apply through a school district, county office of education, or college or university, you may include photocopies as long as the agency submitting the application verifies that they are true copies of the originals.

SECTION 8: EMERGENCY PERMITS

Identify the employing agency that is requesting the permit.

SECTION 9: PERSONAL AND PROFESSIONAL FITNESS

You are required to answer all questions. If you answer "yes" to a question, you must submit a full explanation on a separate sheet of paper.

You are required to disclose *all* criminal convictions occurring within the past five years, including convictions based on a plea of no contest. You must disclose a conviction even if the case has been dismissed pursuant to Penal Code Section 1203.4.

WARNING: Failure to disclose information and/or false or deceitful answers could lead to criminal prosecution, denial of your application and/or revocation of other credentials you currently hold.

SECTION 10: OATH AND AFFIDAVIT

You must write the current date and the city, county, and state where you are at the time you sign the oath. Sign your full legal name as printed at the top of page 1 of the application.

ADDITIONAL INFORMATION:

OTHER SUPPORTING MATERIALS

You are responsible for submitting all supporting materials required for the type of credential for which you are applying. For renewals, read your document and any evaluation letters you received carefully to be sure you have not forgotten something.

If this is your first application for this type of credential and you hold an OUT-OF-STATE CREDENTIAL/CERTIFICATE/LICENSE authorizing this type of public school service, include a photocopy of that document.

If you are applying for the renewal of a professional clear credential, include your original PROFESSIONAL GROWTH PLAN AND RECORD FORM signed by both you and your professional growth advisor and the VERIFICATION OF SUCCESSFUL SERVICE FORM signed by your employer.

If you are applying for a Designated Subjects Adult or Vocational Education Credential other than for the renewal of a clear credential, you will need the recommendation of an approved Local Education Agency or Employing School District. Call our office to request a list of approved LEAs.

FEES

Attach a CERTIFIED CHECK OR MONEY ORDER for the total amount to the front of the application. A personal check is acceptable if you are mailing the application directly to us. Be sure to include the required fees for all applications, fingerprint cards, and examination scores that you are currently submitting. See the enclosed fee schedule to determine the correct amount. Make checks payable to the *Commission on Teacher Credentialing*. If you are applying through a college or university, county office of education, or school district office, you might be asked to make the check payable to that *agency* so that they can submit a single check to us for all of their applicants. The application fee is considered earned when the application is received and is **not refundable** (Ref. Title 5, California Code of Regulations, §80487). A service charge will be assessed for a check which does not clear the bank. The credential application and fee remain valid for one year provided all requirements for the credential were completed on or prior to the date of application.

THE MAILING OF YOUR DOCUMENT

If you already have a fingerprint clearance on file with us, your credential will be printed and mailed to you once it is granted. If you submitted fingerprint cards with your application, you will receive a letter verifying your academic eligibility for the credential when your application is favorably evaluated and the fingerprint cards will be forwarded to the California Department of Justice and the FBI for processing. Fingerprint processing generally takes three to six months. When we receive clearance from both DOJ and FBI, your credential will be printed and mailed. **If your application is returned to you at any point in the processing, you will need to follow the directions included with it and resubmit it in a timely manner.**

Your credential document will be mailed directly to you unless you were recommended for the credential by a college or university, in which case it will be sent to the institution and they will forward it to you. The application form and supporting materials will not be returned to you.

Title 5, California Code of Regulations, §80443, sets a minimum processing time for completed applications. Applicants not notified of their credential status within 75 working days after the Commission receives the application have the right to file an appeal, in writing, with the Executive Director of the Commission for a refund of the filing fee. Applications delayed by a Commission appeal, Professional Standards review, or fingerprint card processing are not subject to the 75-day restriction. The Commission may deny the refund request if the Commission's application workload exceeds by 15% the number of applications processed in the same quarter of the previous year, or if other statutory mandates cause an unforeseeable delay in application processing.

If you would like notice that your application form has been received by the Commission, request a return receipt through the Post Office when you mail the application packet.

If you need additional information about credentialing in California or about filing your application, you may write to us at the Commission on Teacher Credentialing, Box 944270, Sacramento, CA 94244-2700 or call us at (916) 445-7254. Additional application forms and information are also available at county offices of education, school district offices, and in the education offices at colleges and universities with Commission-approved professional preparation programs.

5. EDUCATION Did you graduate from high school? ☐ Yes: Date _____ 19 ____ ☐ No

List all colleges and universities attended. Use an extra sheet of paper if needed. A complete set of official transcripts must accompany the INITIAL APPLICATION for each credential. For RENEWALS, include official transcripts of renewal course work only. Official transcripts have the raised seal of the institution or the registrar's signature in ink.

Name of Institution	Location (If other than US, see Instructions for Section 5.)	Dates of Attendance		Degree and Subject/Major	Date Granted
		From	To		

6. EXAMINATIONS

☐ Check here if you have enclosed the original score report or verification transcript of the examination you took to qualify for THIS ISSUANCE of this credential. Include the test development fee when applicable, refer to fee schedule.

7. EXPERIENCE

☐ Check here if you have enclosed the verification of experience form (41-EXP) or a letter of experience that is required for THIS ISSUANCE of this credential.

8. EMERGENCY PERMITS

Applications for emergency permits, except 30-Day Substitute Teaching Permits, must be filed through the employing agency, which must have an annual Declaration of Need for Fully Qualified Educators on file with the Commission prior to the submission of any applications.

County of Employment _____ CDS Code _____

☐ School District CDS Code _____ ☐ Charter School _____

☐ Non-Public School or Agency _____

Statewide Agency _____

9. PERSONAL AND PROFESSIONAL FITNESS (MUST BE COMPLETED EACH TIME YOU APPLY.)

Answer the questions below by checking "yes" or "no." **If you answer "yes" to any question, you must submit a full explanation using a separate sheet of paper.**

	Yes	No
a. Within the past five years, have you been dismissed, resigned from, or otherwise left school employment because of allegations of misconduct?	<input type="checkbox"/>	<input type="checkbox"/>
b. Within the past five years, have you been convicted, including a conviction based on a plea of no contest, of <i>any</i> felony or misdemeanor in California or any other place?	<input type="checkbox"/>	<input type="checkbox"/>
c. Are you currently the subject of <i>any</i> inquiry or investigation by any licensing agency or law enforcement agency?	<input type="checkbox"/>	<input type="checkbox"/>
d. Are <i>any</i> criminal charges currently pending against you?	<input type="checkbox"/>	<input type="checkbox"/>
e. Is <i>any</i> disciplinary action now pending against you in any school district?	<input type="checkbox"/>	<input type="checkbox"/>
f. Have you ever had <i>any credential</i> , including but not limited to any Certificate of Clearance, permit, credential, license, or other document authorizing public school service or teaching, suspended, revoked, voided, denied and/or otherwise rejected for cause in California or any other place?	<input type="checkbox"/>	<input type="checkbox"/>
g. Have you ever had <i>any application</i> for a credential, including but not limited to any Certificate of Clearance, permit, credential, license or other document authorizing public school service or teaching, denied and/or rejected for cause in California or any other state or place?	<input type="checkbox"/>	<input type="checkbox"/>

10. OATH AND AFFIDAVIT (ALL INFORMATION MUST BE COMPLETED EACH TIME YOU APPLY.)

I solemnly swear (or affirm) that I will support the Constitution of the United States of America, the Constitution of the State of California, and the laws of the United States and the State of California. I hereby certify (or declare) under penalty of perjury that all the foregoing statements in this application are true and correct.

Date _____ City _____ County _____ State _____

SIGNATURE OF APPLICANT _____

(Sign your full legal name as printed at the top of page 1.)

IMPORTANT: Make a copy of this entire application packet including supporting materials before you submit it, and keep that copy until the document is in your possession. See page ii, Section 4, of the instructions for information on where and how to submit your application.